



Classification: Energy Analyst	Position No. 410-5837-
CBID: R10	Office: Appliances and Existing Buildings
Date Prepared: January 22, 2015	Division: Efficiency
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Analyst is under the supervision of the Energy Commission Supervisor II (EFF) in the Appliances and Existing Buildings Office of the Efficiency Division. The incumbent performs work of average difficulty in a wide variety of consultative and analytical energy assignments. The incumbent will perform a variety of technical and analytical tasks associated with energy efficiency in support of the appliance efficiency for certification, enforcement, and outreach program activities.

WORKING CONDITIONS: The work is performed primarily in an office, conference room and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in conferences, workshops and hearings. Additional hours beyond an eight hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, WebEx and Internet browsers.

DUTIES AND RESPONSIBILITIES:

- 40% Assist in designing and evaluating manufacturer and/or appliance surveys; identifying and conducting both case-specific (at times, complaint-driven) and regular, ongoing enforcement activities that may lead to delisting of appliance units, consistent with California, U.S. Department of Energy and/or Federal Trade Commission standards and requirements. Assist in preparing technical analyses, recommendations and reports documenting issues, activities, and progress toward promoting and ensuring appliance energy efficiency regulations, both orally and in writing. (E)
- 25% Assist in responding to requests for assistance, information and necessary action from industry, consumers, government agencies, advocacy groups and others interested in energy efficiency, policy, programs and technologies. (E)
- 20% Under the direction of program lead staff, provide input into developing a list of qualified available appliance test lab contractors. Assist in reviewing the results of store surveys and prepare enforcement letters. (E)
- 10% Contract Management: Assist staff with solicitation development and evaluation of upcoming test lab reports, market survey and/or database programming contracts. Under the direct supervision of the contract manager, the incumbent will help review contract deliverables and invoices. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)



SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div></div> <div>_____</div> <div>Date</div> <div>Energy Analyst</div>	<div></div> <div>_____</div> <div>Date</div> <div>Energy Commission Supervisor II (EFF)</div>